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5 March 1953

REPORT FOR THE WEEK OF 2 - 6 MARCH

To: The Deputy Director of Training (General)
From: Management Training Division

1. Accomplishments

This week, the new schedule of the one week Clerical Induction Program and the two and three day Clerical Orientation Program went into effect. There were 18 people in the Clerical Orientation Program for two days; 15 of these remained for three days. The program appears to be working out extremely well. Among the new personnel in the orientation program was a [redacted] GS-11, who is to work with [redacted] in Personnel. PDC is planning to send several Placement Officers as observers in the near future.

The English Usage course in the Clerical Refresher Program has become much more than a remedial English course. It seems to be attracting an increasingly higher level of personnel, - supervisors who wish to do a better job of dictating; analysts who wish to improve their report writing. There is evident need for a centrally administered, high level course in Intelligence Report Writing.

2. Developing Plans

Checking with [redacted] this week regarding supervisory training in the Medical Office.

Working on follow-up programs for OCD and FDD.

TSS and FE have not yet been able to decide on scheduling of the supervisory training programs.

3.
4. No report.
5.

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Chief, Management Training Division

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*Matt & how many
discuss with you
not meeting on Monday
Paul*

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